TN School Directory Webinar

Best Practices Related to School Approval and School Directory

February 24th, 2017

Nupur Sashti | Executive Director | Office of Data Management and Reporting

Agenda

- School Directory Overview
- Recent Progress
- Important Process Steps
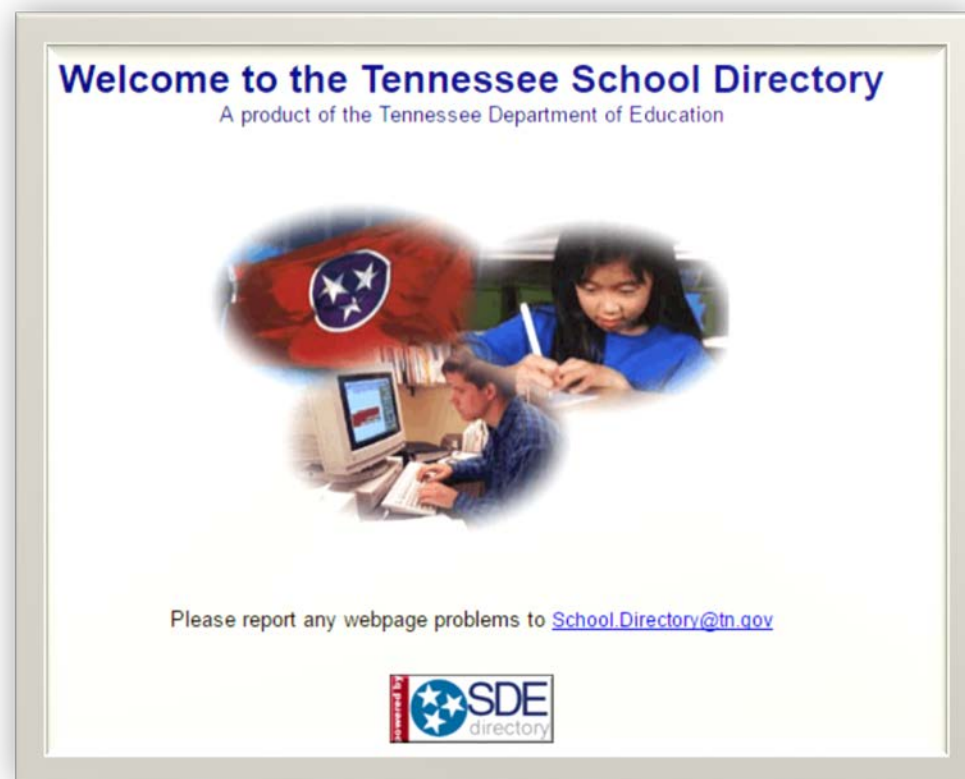- Upcoming News
- Questions

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School Directory Overview

School Directory Overview

❖Why is information in SDE important?

❖Challenges with School Directory

Welcome to the Tennessee School Directory
A product of the Tennessee Department of Education

Please report any webpage problems to School.Directory@tn.gov

Why is the information is SDE important?

Information displayed on State Report Card

Information used to various offices for outreach

This information feeds into many critical educational functions

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Challenges with School Directory

Website Interface Outdated

Unclear Process Steps

Recent Progress

Principal Name Updates

Our office worked with CORE offices to updates principal names and emails.

School Directory Liaisons

❖ **We worked with districts to establish a primary contact for School Directory**

SDE Directory Contacts

To report corrections or changes, please contact the person listed for your school district.

District	Name	Phone	Email
Achievement School District	Kaitlin Reynolds	(615) 916-0410	kaitlin.reynolds@tn-asd.org
Alamo	Jake Nichols	(731) 696-5515	nicholsj@alamoschool.org
Alcoa	Lisa Berry	(865) 984-0531	Lberry@alcoaschools.net
Alvin C York Institute	Roy Stucker	(931) 879-2124	rstucker@tennk12.net
Anderson County	Juanita Melton	(865) 463-7435	jmelton@acs.ac
Arlington	Tabitha Barnes	(901) 414-9853	tbarnes@colliervilleschools.org
Athens	Linda Comerford	(423) 745-1516	lcomerford@athensk8.net
Bartlett	Tabitha Barnes	(902) 414-9853	tbarnes@colliervilleschools.org
Bedford County	Terise Rhodes	(931) 684-3284	rhodest@bedfordk12tn.net
Bells	Angela Duffey	(731) 663-2041	duffeya@k12tn.net
Benton County	Chad Douglas	(731) 584-6111	chad.douglas@bcos.org
Bledsoe County	Barbara Young	(423) 447-2673	youngb@k12tn.net
Blount County	Crystal Brewer	(865) 984-1212	Crystal.Brewer@blountk12.org
Bradford	Jennifer Leyhue	(731) 742-3180	harrisonj7@k12tn.net
Bradley County	Patty Phillips	(423) 476-0620	pphillips@bradleyschools.org
Bristol	Joshua Thornburg	(423) 652-9320	thornburgj@btcs.org
Campbell County	Sara Douglas	(423) 562-0521	sara.douglas@ccpstn.net
Cannon County	Lisa Black	(615) 563-5752	lisa.black@ccstn.net
Carroll County	Susan Pruett	(731) 986-8908	spruett@carrollschools.com
Carter County	Ken Thomas	(423) 547-8370	kenthomas@carterk12.net
Cheatham County	Will Lockert	(615) 746-1403	will.lockert@ccstn.org
Chester County	Greg Oliver	(731) 989-8143	oliverg@120cc.org
Claiborne County	Bob Oakes	(423) 626-3543	Bob.Oakes@clairbornecsd.org
Clay County	Lisa White	(931) 243-5502	whitel1@clayedu.com
Cleveland	Michael Kahrs	(423) 472-9571	mkahrs@clevelandschools.org
Clinton	Lori Smith	(865) 457-0159	smithl@clintonschools.org

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Process Improvements

Increased Timeliness

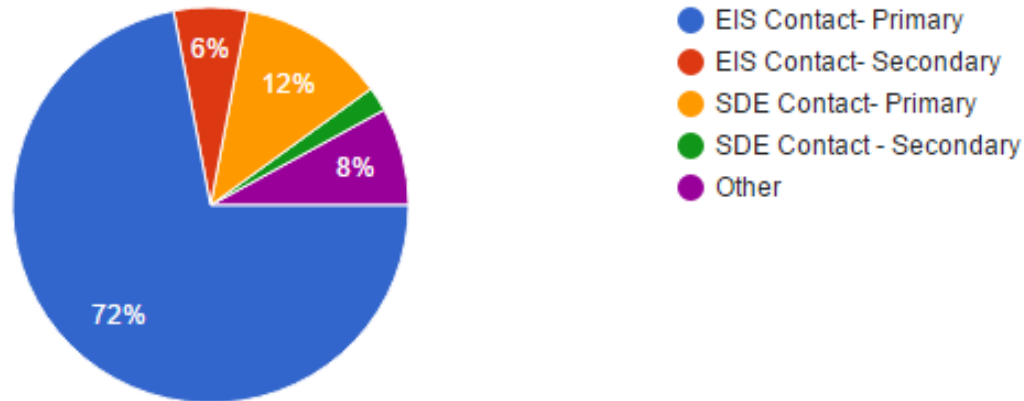**Improved Communication**

Better Information

School Directory Survey

- **Background**
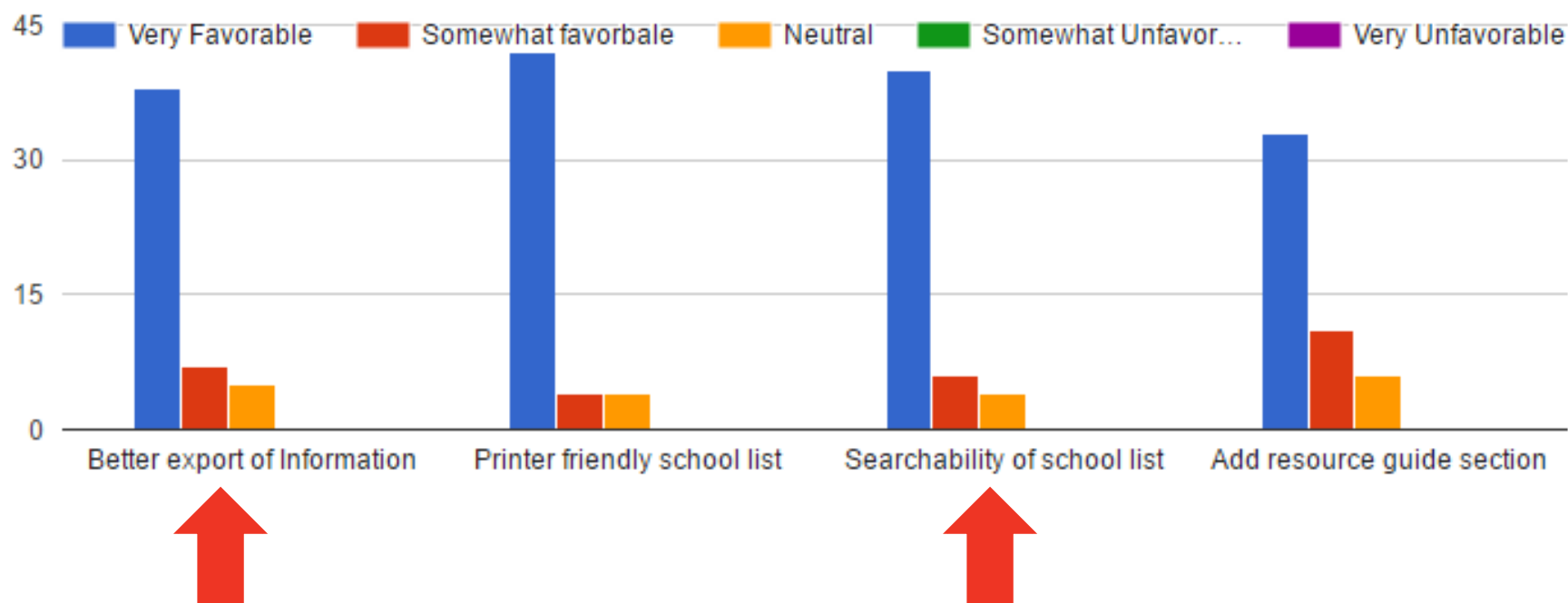 - Given in November 2016
  - Received responses from about 50 districts
  - Primarily from EIS contacts

Your role (50 responses)

- EIS Contact- Primary
- EIS Contact- Secondary
- SDE Contact- Primary
- SDE Contact - Secondary
- Other

School Directory Survey Results

How do you feel about adding the following functionality to SDE?

SDE directory

Main Menu
› Login

Introduction
› What is SDE?
› What can I do in SDE?
› How can I print mailing labels?
› How can I download and open the school directory file?

Regional Offices
› List Regional Offices
› Download Region Mailing Labels

Districts
› Active Public Districts
› Active Non-Public Districts
› By Selected Region
› District Contacts
› Download District Mailing Labels
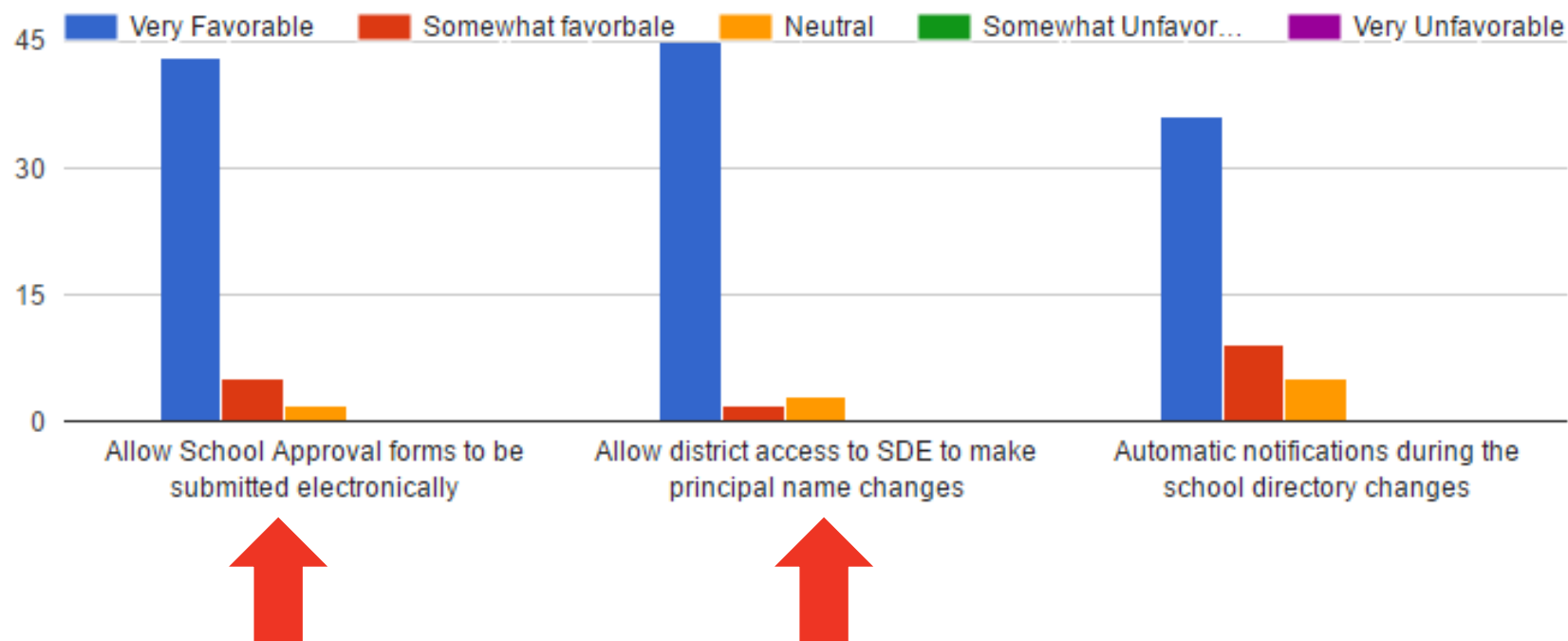
District Searches
› Active Districts
› Advanced Search

Schools
› Active Public Schools
› Active Non-Public Schools
› By Selected District
› Download School Mailing Labels

School Searches
› Active Schools
› Advanced Search

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SDE directory

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School Directory Survey Results

How do you feel about adding the following functionality to the School Approval Process?

Important Process Steps

Important Process Steps

❖ Minor Changes to School Directory

❖ School Approval/ Major Changes

Search Education

Top Links ▾   About Us   For Educators   For Students & Families   For Districts

LEA Operations

Data Quality & Integrity

Inservice Guidelines

Reporting Schedule

Asbestos Inspections

Education Information System (EIS)

Correlations of Course & Endorsement Codes

Free Surplus Computer Program

Energy Efficient Schools Initiative

Data Quality & Integrity

Through the Office of Data Quality and Integrity, the department focuses on ensuring that accurate data is entered into systems (EIS) and correct business rules are applied to ensure proper compliance with state laws and State Board of Education rules and regulations. Furthermore, the office works to maintain secure data.

- Correlation of Course Codes/Endorsements
- 2014-15 Approved Special Courses
- Duplicate Diploma Request Form
- LEA Stockpiled Professional Development Days - 2017-18 Application
- Student Membership & Attendance Procedures Manual
- View information about the Extended Contract Program (formerly Extended Learning Program) on the Finance page.

Memos

- LEA Calendar Approval Process 2017-18
- Unused Inclement Weather Stockpiled Days Process for 2016-17 School Year

School Directory and School Approval

1. Directions - DOC PDF - Revised October 2016

2. Forms

    a. School Approval Form DOC PDF - Revised June 2016

    b. Minor Changes to School Directory - DOC PDF - Revised February 2017

3. District Contacts List - Revised February 2017

Minor Changes to School Directory

❖**Districts can use new *simpler* form to make changes**

    ❖Form Name: "Minor Changes to School Directory"

    ❖Form Location: http://tn.gov/education/topic/data-quality-integrity

Use this form only for the following changes:

- Principal Name
- Principal Email
- Superintendent Name
- Superintendent Email
- School Website
- District Website
- Phone Number

Do not fill out this form for the following reasons:

- Changing Grade Configurations for a school
- Obtaining a new school number
- Closing a school

For these changes, please fill out a school approval form which is located on the TN D.O.E. website.

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Front

Back

Major Changes to School Directory

❖**Districts still use classic School Approval form for major changes**

    ❖Form Name: "School Approval Form"

    ❖Form Location: http://tn.gov/education/topic/data-quality-integrity

    ❖Direction also available at this same link.

Use this form for the following changes:

- New School Opening
- School Closing
- A Change in Grade Configuration
- A Change in School or Program Type
- A Change In School or Program Name
- Change in Address

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Major Changes to School Directory

Step 1: Fill out school approval form.

Step 2: Email form to school.directory@tn.gov

Important items to keep in mind:
- All School Approval forms must be signed by the district **superintendent**.
- It is highly preferred that all school approval forms be submitted at one time for one district.
- If a district needs approval by July 1st, they must submit forms by **May 1st.**
- If a new school is opening, we can grant a pending school numbers once the forms have gone through preliminary review. Please be aware that once the numbers are assigned, these school numbers are at a **pending** status. If the approval for this new schools is denied, these numbers will be withdrawn.

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Upcoming News

Opportunity to Verify Information

- This is an opportunity for districts to review their School Directory information.
- Our office will supply an excel sheet that each district can use to verify and update school level information.

  ❖ If you are interested, please email school.directory@tn.gov

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Principal & Superintendent Message

Opportunity to Provide Personalized Message for 2017 State Report Card

As a part of the continued redesign, there is an opportunity for each superintendent and principal to submit an opening message, which will be displayed on the district- and school-specific pages.

- The opening message will allow leadership to inform the community about their district/school.

Principal & Superintendent Message, cont.

Opportunity to Provide Personalized Message for 2017 State Report Card, cont.

- Superintendents will receive an email the week of **March 8.**

- Principals will receive an email the weeks of **March 29.**

- Character limits for this message will be **600** characters.

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Questions

Next Steps

Next Steps

❖School Directory Office:

 ❖We will email a link to webinar recording

❖District Contacts

 ❖Please email school.directory@tn.gov for excel sheet to verify school level information

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Districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life.

Excellence | Optimism | Judgment | Courage | Teamwork